

**EXECUTIVE ASSISTANT
(CLINICAL RECRUITER)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

Open To: Public
Location: 410 Capitol Avenue, Hartford, CT
Job Posting No: OC103546
Hours: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$68,000 to \$93,000.00
Posting Date: October 17, 2013 **Closing Date:** October 28, 2013

The Department of Mental Health and Addiction Services is searching for an experienced Clinical Recruiter with demonstrated experience attracting and securing physicians, psychiatrists and APRN's, and allied health professionals in a behavioral health setting.

The ideal candidate will have a successful history of:

- Creating and utilizing an internship program for cultivating talent
- History of assisting or creating an organizational "brand"
- Assessing turnover statistics and developing recruitment and retention strategies
- Developing and presenting at universities, colleges, recruitment events and professional association meetings
- Collaborating with hiring managers and organizational business partners insuring high quality candidates are referred for consideration
- Leveraging technology and social media as vehicles for marketing and outreach
- Coordinating travel arrangements for regional and national candidates

This position will be filled as an Executive Assistant, which is an unclassified position and does not require a state examination. The position is entitled to full fringe benefits of State employment and the salary is: \$68,000-\$93,000 commensurate with experience and current earnings. Travel within Connecticut and beyond is required.

The State of Connecticut total compensation plan includes a generous benefit package worth over 50% of an employees' annual salary. Benefits and options include: a choice of medical & dental insurance options; generous accrued vacation, sick time and personal leave; life insurance, long and short term disability insurance; flexible spending accounts such as dependent care, medical flexible spending and qualified transportation (pre-tax option for commuters) accounts; retirement plan; deferred compensation plan; college saving program (CHET); auto and homeowners insurance; funeral leave; paid jury duty; and 12 paid holidays.

The Department of Mental Health and Addiction Services promotes and administers comprehensive, recovery-oriented services in the areas of mental health treatment and substance abuse prevention and treatment throughout Connecticut.

While the Department's prevention services serve all Connecticut citizens, its mandate is to serve adults (over 18 years of age) with psychiatric or substance use disorders, or both, who lack the financial means to obtain such services on their own. Through both inpatient, outpatient and in association with private non profit organizations and Yale University we provide services to approximately 10,000 Connecticut residents annually. For additional information about the Department of Mental Health and Addiction Services please visit: <http://www.ct.gov/dmhas/site/default.asp>

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter and list of three (3) professional references no later than **OCTOBER 28, 2013**.

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6787
Harlynn.jackson@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (Managerial)